

Department of Administration

Director's Office Proprietary Program

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Global Fixed Cost Request

DP 0106 (A-147) – Allocate department
indirect/admin costs

Shown throughout **division** budgets in HB2
and Proprietary Programs

Director's Office Proprietary Program

Provides centralized services to programs within the department

- Overall supervision and coordination of agency programs and administratively attached boards and agencies
- Legal services to agency programs
- Financial, budgeting, and accounting functions
- Personnel and payroll functions

Funding

Funded by an internal service fund -- Management Services

- Indirect administrative costs are allocated to and paid by programs served within DOA
- Cost increases forecast for the 2011 biennium

DP 0106 (A-147)

DP 0106 allocates the increased centralized service costs to the programs within DOA

- DP 0106 appears in all the programs within DOA
- Provides DOA programs with the funding to pay the centralized service costs

Summary

Global approval of DP 0106 (A-147) is requested

Department of Administration

Director's Office

Janet R. Kelly, Director
Sheryl Olson, Deputy Director

January 2009

Background

- Director's Office: general management and oversight of 9 divisions
- Reorganized office in January 2008
- Manage budget, human resource services and legal services
- 14.0 FTE's total
- Primarily funded through rates charged to our divisions (12.83 FTE)
- Goals and Objectives attached

Decision Packages/Rates

- DP #103 Burial Board
- DP #105 Flood Control
- DP #104 County Printing
- DP #0101 Program Manager
- Rates

DP 103 (A-145) - Burial Board

- Established by law in 1991 to protect and preserve skeletal remains, burial sites, and funeral objects found throughout the state.
- \$13,000 request in general funds to cover travel costs for the 13 board members per year, including representatives from all tribal nations.

DP 105 (A-145) - Flood Control

DOA handles federal pass-through funds for flood control.

- Pass through \$28,000 - \$34,00 *per year* to affected counties.
- Current appropriation not large enough to pass through all available funds.
- Seek \$30,000 in additional spending *authority*.

DP 104 (A-145) - Board of County Printing

- Sole function is to set the maximum rates that newspapers can charge counties for their legal advertising
- 5 members, appointed by the Governor
- Seeking \$5,000 general fund for travel expenses and honorariums for board meetings

DP 0101 (A-148) - Program Manager

- Seeking authority to move 1 existing FTE to Director's Office
- Assist with department-wide projects
 - IT planning
 - Internal controls
 - Data security
 - Information management
 - Policy development
 - Continuity of Operations planning, etc.
- Cost for position will be distributed to our divisions through our rates.

Rates for Director's Office Budget

- Funded through allocation of rates paid by our nine divisions
- Rates are based on anticipated expenses to operate 4 functions (Legal, HR, Budget and Director's Office)
- Rates are as follows:
 - HR rates \$553 per FTE in FY 10 and \$567 per FTE in FY11
 - Rate for the remainder of the office in FY 10 is \$1,002,940
 - Rate for the remainder of the office in FY11 is \$1,006,837

Summary

- General fund for Burial Board expenses – DP103 (A-145)
 - \$13,000 for travel costs
- Increased *authority* for Flood Control funds- DP105 (A-145)
- General fund for Board of County Printing – DP104 (A-145)
 - \$5,000 for travel costs
- Approval to move existing FTE to Director's Office and for spending authority – DP0101 (A-148)
- Rates

**Department of Administration
Director's Office Goals and Objectives
2011 Biennium**

Mission: To serve and satisfy our customers.

Goal 1: Provide effective leadership of the Department of Administration, as established in Section 2-15-112, MCA.

Objectives:

1. Provide administrative, financial, legal and policy guidance to all divisions and programs.
2. Serve as liaison to the public, Governor's Office, legislative branch, tribal nations, federal and local governments, and private business.
3. Emphasize customer satisfaction and efficiency as the department's primary focus in delivering programs and services.
4. Promote long-term financial stability of department's programs and services by effective budget management and improved internal controls.
5. Promote efficient use of department resources by expanding energy conservation measures and the use of technology.

Goal 2: Create and maintain a professional, diverse and responsive workforce that accurately reflects the labor force in Montana.

Objectives:

1. Promote a healthy and safe working environment for employees to experience job satisfaction in their achievements and contributions to the agency's mission, and have their job performance based on meaningful performance measures and standards.
2. Promote professional growth and development opportunities through an improved employee recruitment, selection and retention process.
3. Promote a workforce training and development program to maintain a highly qualified and diverse workforce.